

**Letter of Agreement**

**Effective: July 26, 2002**

**SUBJECT:** Airport Emergency Service

**I. Purpose:** To establish procedures in the event of an accident, emergency, or potential emergency on or in the vicinity of Lunken Airport.

**II. Cancellation:** The Airport Emergency Service Letter of Agreement dated February 28, 2002.

**III. Scope:** The procedures outlined herein are for use in the event of an airport emergency on Lunken Airport.

**IV. Responsibilities:** The Lunken Tower shall notify the Cincinnati Fire Department (CFD) in the event of an accident, or potential emergency on or in the vicinity of Lunken Airport during the hours of 7:00 a.m. to 11:00 p.m. local daily. In addition to the emergency/accident procedures outlined in the Federal Aviation Administration Order, Air Traffic Control Tower (ATCT) personnel shall be guided by the instructions/information contained herein, and the accident notification checklists maintained in the Tower. Tower personnel are acting for, and with the authority of, the Airport Management and are not responsible for any costs incurred for the use of emergency equipment.

Upon activation of an Alert III emergency, the District Fire Chief shall be in complete charge of the accident site and will determine when the emergency is terminated.

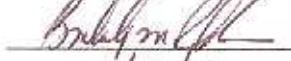
**V. Alerting Procedures:**

A. When an actual emergency exists, an alert may be initiated by any of the following:

1. The pilot in command of the aircraft.
2. Officials responsible for the operation of the aircraft.
3. The facility personnel on duty in the Control Tower.
4. The Airport Manager or his designated representative.
5. Safety personnel, including Fire and Police Departments.
6. CFD Communications Center/Dispatch from 911 calls.

*Note: Activation of the direct emergency line (red phone) automatically notifies the Cincinnati Communications Center and the Cincinnati Police Department.*

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B. In the event of an aircraft accident or emergency situation on or in the vicinity of Lunken Airport, the following procedures shall be adhered to:

1. Lunken Tower shall contact the Cincinnati Fire Department Station 18 Aircraft Rescue and Fire Fighting Unit (ARFF-18) or Crash/Rescue Unit (CR-1) on the direct emergency line (red phone) and report the following in accordance with the Alert Categories II or III specified below:

**NOTE: Airport tenants/personnel other than ATCT, CFD, or Airport Administration/Operations, should call 911.**

- a. Alert I: **Normal State of Operation.** This state of alert indicates that all airport emergency equipment is available.
- b. Alert II: **Emergency Stand-By.** Air Traffic Control Tower personnel will advise ARFF-18/CR-1 when an aircraft in the vicinity of, or on the ground at, Cincinnati Municipal Airport has declared an emergency. ARFF - Crash/Rescue equipment responds to the appropriate standby area.
- c. Alert III: **Accident, Fire, or Bomb Threat.** If the accident/incident is on the airport, the airport shall be **CLOSED immediately** and will remain closed until the incident is addressed (safe) and turned over by the CFD Incident Commander and Airport Management or a designated representative re-opens it.

Air Traffic Control personnel will advise ARFF-18/CR-1 that an "Alert III" exists when one or more of the following emergencies occur:

- i. Aircraft accident on or near the Airport.
  - ii. Fire on the Aircraft or on the Airport proper.
  - iii. Bomb threat on the Airport
2. Bomb threats are handled by CPD with assistance from CFD for escort onto Airport Movement Areas. Actual bombs or suspicious packages will cause the CFD bomb response to be dispatched.
    - a. All bomb threats on the Airport (buildings, hangars, etc.) will be investigated by the Cincinnati Police Department.

b. If a suspicious package or a bomb is identified by CPD, a bomb response will be requested and dispatched.

c. Bomb threat on an aircraft approaching the Airport

i. In the event of any bomb threats in aircraft in the air, the CFD ARFF-18 and CR-1 units will go to Alert II, and will stage with CPD at Fire Station 18.

ii. Once the aircraft is on the ground, ATCT will direct the aircraft to the closest remote secure area, (Refer to Section VII.1, page 5 and Attachment 1). This situation constitutes a bomb threat, and shall be handled the same as if a bomb or suspicious package is found. CFD shall be notified by CPD immediately and a bomb response shall be requested.

iii. Upon dispatch of the bomb response unit, CFD will escort the bomb unit to the aircraft using Airport taxiways.

d. Bomb threat on an aircraft parked on a ramp on the Airport

i. Aircraft parked on any ramp will be investigated by the Cincinnati Police Department (CPD).

ii. Aircraft parked on any ramp will be secured by CPD and the bomb response requested if a bomb or suspicious package is found by CPD.

iii. CPD will require aircraft owner involvement to advise what belongs and what does not belong in the aircraft.

C. Notification by the initiator of an alert should include as a minimum the following information:

1. Alert II – Aircraft identification, aircraft type, nature of emergency, runway or taxiway, pilot request, souls on board, and quantity of fuel.

2. Alert III – Aircraft identification, aircraft type, nature of aircraft accident/fire/bomb threat, location, runway/taxiway or accident zone, souls on board, and quantity of fuel (time permitting and if the information can be identified).

3. Accident outside the Airport should be described by reference to local landmarks or area names.



## VI. Fire Department Aircraft Rescue & Fire Fighting Response

- A. The Control Tower will provide specific route instructions for vehicles responding to an aircraft emergency on the airfield (Alert II).
1. If the emergency aircraft will land on Runway 21L/3R after receiving clearance from the Control Tower, the responding vehicles should proceed to the Taxiway A run-up area and await further instructions from the Tower.
  2. If the emergency aircraft will land on Runway 3R/21L, the responding vehicles shall proceed to the intersection of taxiways B and C and await further instructions from the Tower.
  3. If the emergency aircraft will land on Runway 25/7 and Runway 21R/3L, the responding vehicles shall remain in the fire department driveway and await further instructions from the Tower.
- B. All Fire Department emergency equipment shall hold at the Airport firehouse ramp until communications have been established between ARFF-18/CR-1 and the Control Tower. In the event of radio failure on the airport frequency radio, all messages shall be relayed through the Control Tower via cell phone, (Tower 513-321-8878/513-321-2881). The CFD Incident Commander shall go to and operate from the Control Tower ONLY if there is no contact with CR-1/ARFF-18 over the airport frequency radio.
- C. All additional information will be given to the Fire Department via radio communications with ARFF-18/CR-1 or relayed through the Fire Tower via the red telephone.
- D. The District Fire Chief will be in complete charge of the accident site and will determine when additional equipment is required and when the emergency is terminated.
- E. The Airport Manager or his designated representative will determine when the runway or movement area involved may be returned to service after the emergency is over. When City personnel are not available, the Senior Fire Officer in charge of the emergency or the Incident Commander shall inspect and return taxiway(s) or other areas to service.
- F. In the event of user requests for fire equipment to stand-by (ARFF-18/CR-1 with fire company) for precautionary measures (i.e., military air evacuation or ambulatory flights, etc.) call 513-352-2318 and ask for the Officer-in-Charge and explain the situation.

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Buddy M. [Signature]  
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## VII. Special Handling – Aircraft Bomb Threat:

A. In the event of a bomb threat against an aircraft, handle the threat as follows:  
(See Attachment 3.)

1. If the affected aircraft is landing or departing, it shall be directed to one of the two "REMOTE SECURE AREAS" FOR PARKING (Attachment 1).
2. Via the emergency phones located in the ATCT, Fire House 18, and Airport Administration Office, advise both the CFD Communications Center and the Airport Fire Units, ARFF-18/CR-1, of the "Aircraft Bomb Threat". When possible include:
  - a. Type of aircraft
  - b. Number of souls (persons) on board.
  - c. Runway to be used. (If possible use Runway 21L/3R for its remoteness and tie-in to the designated "REMOTE SECURE AREAS".)
  - d. Other pertinent information.

**NOTE: Explain all you know of the situation, including how you gained the information.**

- B. The "REMOTE SECURE AREAS" were selected as locations that will provide the most protection for property and personnel from the threatened aircraft. The two remote secure areas on the airfield are Taxiway Alpha run-up area and Taxiway Bravo. CFD will assist CPD with access to the remote locations.
- C. Once the bomb threat has been received and the aircraft moved to a remote secure location, the Airport Fire Unit will respond and handle the situation as a possible accident, assisting responding CPD Units by providing communications with the ATCT, and standing-by while the passengers and crew de-plane. If a bomb or suspicious package is found, a bomb response will be requested.

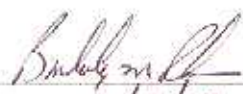
VIII. **Additional Notifications:** The Lunken Tower, Controller-in-Charge shall notify the following personnel or offices:

- A. Airport Manager
- B. FAA Flight Standards District Office
- C. Air Traffic Manager, Lunken Tower

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- D. Other notifications as required by FAA Order 8020-11 and LUK FCT Order 8020.11

#### IX. Police Department Response

- A. One Supervisor will respond immediately to the Lunken Airport Fire Station 18 to establish communications between the Tower and responding police, and/or directions for entry onto the airfield if necessary. The Airport Fire Station 18/ARFF personnel have communication with the Tower; however, a handheld Airport radio is also available for CPD at Station 18 for communications with the Tower only if necessary (i.e., if CFD or Airport personnel are not available to provide escort). CPD vehicles are not equipped with the airport radios nor do the officers have the training in airport familiarization or communications to safely operate on the airport.

1. The Supervisor may designate a subordinate for this duty, if the Supervisor is needed at the scene.
2. The Supervisor, or designated officer, will remain in the Fire Station until all Police vehicles are cleared from the airfield.
3. The supervisor will request Channel Eight be restricted, if deemed necessary. Airport Management has one radio with Channel Eight capability in the event direct contact with CPD is needed.
4. The Ohio State Patrol (OSP) or CPD personnel will be requested to investigate all aircraft crashes, after the National Transportation Safety Board (NTSB)/FAA has completed their initial investigation

**NOTE: CPD will notify and advise OSP that CPD responded to the incident. This may be done as an after action.**

5. In the event the NTSB/FAA releases the aircraft to Airport Management for recovery and removal, the OSP or CPD investigation is to be conducted as an after-action report. Aircraft removal may be required to restore airport safety.
- B. One CPD uniform marked vehicle is to respond to the rear of Lunken Airport Fire Station to prevent unauthorized persons and/or vehicles from entering the airfield area fire access ramp.
- C. One CPD uniform marked vehicle is to respond to Airport Road east guard building to prevent all unauthorized persons and/or vehicles from entering the airfield area.

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1. News media should be advised to go to the rear of the Lunken Administration Building where parking will be available.

a. A member of the Police Department's Public Information Office will be requested if the ranking Police Supervisor deems it appropriate.

b. This officer will assume coordination of efforts with the press once on site. The officer will assist news media in obtaining information and possible access to the airfield, only after approval of the FAA, the Control Tower or the Airport Manager. They must be escorted by a Police vehicle or by radio equipped airfield personnel.

2. If additional personnel are needed for this duty, the officer is to contact the Supervisor in charge at the scene.

**D. Under NO circumstances are the Police vehicles to enter the runway area without radio contact with the Control Tower or approval of the Police Supervisor on site in the Lunken Airport Fire Station 18 when the Tower is closed. It should be noted that it is a violation of Federal Law to enter the airport without authorization as described above.**

1. Entry must be made only after direction of travel has been obtained from the Control Tower.

2. Once authorized, entry should be made as directed with all emergency lights in full operation, both during daylight and night operations. The lights should remain on the entire time the vehicle is on the airport itself.

**E. Under NO circumstances are the news media allowed to enter the runway area or restricted area without a Police escort, or an escort by authorized airport personnel as well as explicit permission from the FAA and Tower Supervision.**

**X. Equipment Checks/Additional ARFF/CR-1 Fire Responsibilities:**

A. Lunken Tower shall check the operation of the emergency telephone (red phone) daily at 7:00 a.m. in accordance with facility procedures.

B. On the weekend or during non-administrative hours when it is deemed necessary by the City or the Control Tower, ARFF-18/CR-1 is responsible for conducting the runway safety checks. These checks will be conducted at approximately 7:00 a.m. ARFF-18/CR-1 will check for runway/taxiway condition, runway/taxiway lights, Navaid, wildlife on airfield and pick up Foreign Object Debris (FOD) on



the movement areas. ARFF-18/CR-1 will also respond to wildlife hazards on the airfield upon request from the Tower.

C. ARFF-18/CR-1 will conduct the runway safety inspection checks in the following sequence:

1. Begin at "hold line" at Fire House to Taxiway Alpha
2. Notify Tower on 121.9 frequency and state intentions – i.e. Fire Unit CR-1 for Runway check
3. Continuously monitor the Tower communications and abide by all instructions given by the Tower and read back all "hold short" instructions.
4. Upon confirmation from Tower, proceed by making a right turn out Taxiway Alpha. Make a visual check of Taxiway Echo and Foxtrot as you pass. Continue to the intersection with Taxiway Charlie
5. Left turn onto Taxiway Charlie, and with Tower permission proceed on Taxiway Charlie to Taxiway Bravo. Turn left onto Bravo to the "hold line". Turn around and return to Taxiway Charlie.
6. Turn left onto Taxiway Charlie to the "hold line" at Runway 3R. Contact Tower before proceeding on Runway 3R.
7. Upon Tower approval, proceed on Runway 3R to end. Turn left at end of runway and "hold short". Notify Tower when clear of Runway 3R/21L and request permission to check Runway 25/7.
8. Turn left on Runway 25/7 upon Tower permission and proceed to Taxiway Delta. Turn left on Taxiway Delta and "hold short" of Runway 21L/3R. Turn around and return to Runway 25/7. Visually check across Runway 25/7 to see that the short leg of Taxiway Delta is clean.
9. Turn left on Runway 25/7. "Hold short" 200 feet short of intersection of Runway 25/7 and Runway 21R/3L. Proceed on Runway 25/7 with Tower approval.
10. Proceed on Runway 25/7 and visually inspect Taxiway Echo as you pass by. Proceed to end and turn left on Taxiway Charlie. Advise Tower when clear of Runway 25/7. Proceed on Taxiway Charlie to "hold short" line at Runway 3L/21R.
11. With Tower approval turn left on Runway 3L and proceed toward the intersection of Runway 21R/3L and Runway 7/25. "Hold short" of

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intersection by at least 200 feet. Contact Tower for clearance to proceed across intersection with Runway 7/25.

12. Continue on Runway 3L/21R to end. Turn right on Taxiway Delta to Taxiway Alpha. Turn left on Taxiway Alpha. Stop before "hold short" at Runway 25. Turn around. Check "run up" area and proceed to Taxiway Golf.
13. Turn right on Taxiway Golf to "hold line" at Runway 21R/3L. Turn around and return to Taxiway Alpha inspecting the "run up" area.
14. Turn right on Taxiway Alpha to intersection and "hold short" of Runway 21R/3R. Contact Tower for permission to proceed.
15. Proceed along Taxiway Alpha to Fire House. Exit to Fire House. Contact the Tower and state "Fire Department ARFF-18/CR-1 clear of field".

**NOTE: Continuously monitor the Tower (ground frequency 121.9) communications and abide by all instructions given by the Tower and read back all "hold short" instructions. Once ARFF-18/CR-1 has cleared Runway 3R/21L, remain off the runway unless cleared by the Tower.**

**XI. Operations After Tower Closure:** The Air Traffic Control Tower at Lunken Airport operates from 7:00 a.m. until 11:00 p.m. local daily. All communications on the Airport after Tower closure is on the Common Air Traffic Control Frequency (CATCF) 118.7. In the event of an Airport emergency during the hours when the Control Tower is not in operation, initiate the following procedures: (See Attachment 4.)

- A. ARFF-18/CR-1 will transmit their intentions to enter taxiways and runways on the CATCF 118.7 frequency.

**NOTE: Frequent broadcasts on the CATCF (i.e., every three minutes) are necessary to keep traffic aware that vehicles are on or near runways and taxiways.**

- B. Cincinnati Fire Station 18 or ARFF-18/CR-1, through Cincinnati Fire Dispatch, will notify Cincinnati Approach Control (phone number 859-372-6440) whenever a runway at Lunken is closed because of an emergency situation, and again whenever the runway is opened and also to advise of all operations about to be undertaken at Lunken Airport. The Cincinnati Approach Control will be kept fully advised as events unfold.
- C. In the event the Cincinnati/Northern Kentucky International Airport (CVG) Tower is notified by the pilot, or by other means, of an emergency, CPD personnel may

expect a call from the CVG Tower reporting the impending or actual incident/emergency.

- D. The ranking Fire Supervisor will assist with the safe entry of Cincinnati Police Department vehicles onto the airfield if necessary. Fire/ARFF personnel have communication with aircraft that may be in the area.

Daniel J. Dickten 7/22/02  
Date

Daniel J. Dickten  
Airport Manager  
Cincinnati Municipal Lunken Airport

Robert Wright 7/26/02  
Date

Robert Wright  
Fire Chief  
City of Cincinnati Fire Department

Stephen J. Crow 7/22/02  
Date

Stephen J. Crow  
Air Traffic Manager  
Cincinnati Lunken Tower

Thomas H. Streicher Jr. 9-3-02  
Date

Col. Thomas H. Streicher Jr.  
Police Chief  
City of Cincinnati Police Department

CONCUR:

Eileen Enabnit 7/22/02  
Date

Eileen Enabnit  
Director  
Department of Transportation & Engineering

Valerie Lemmie 10/7/02  
Date

Valerie Lemmie  
City Manager

Attachments: Remote Secure Areas for Parking  
Emergency Response Procedures During ATCT Operating Hours  
Emergency Response Procedures for Bomb Threats  
Emergency Response Procedures During ATCT Closure



## ATTACHMENT 1

### REMOTE SECURE AREAS FOR PARKING

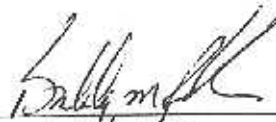
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## ATTACHMENT 2

### EMERGENCY RESPONSE PROCEDURES DURING AIR TRAFFIC CONTROL TOWER OPERATING HOURS


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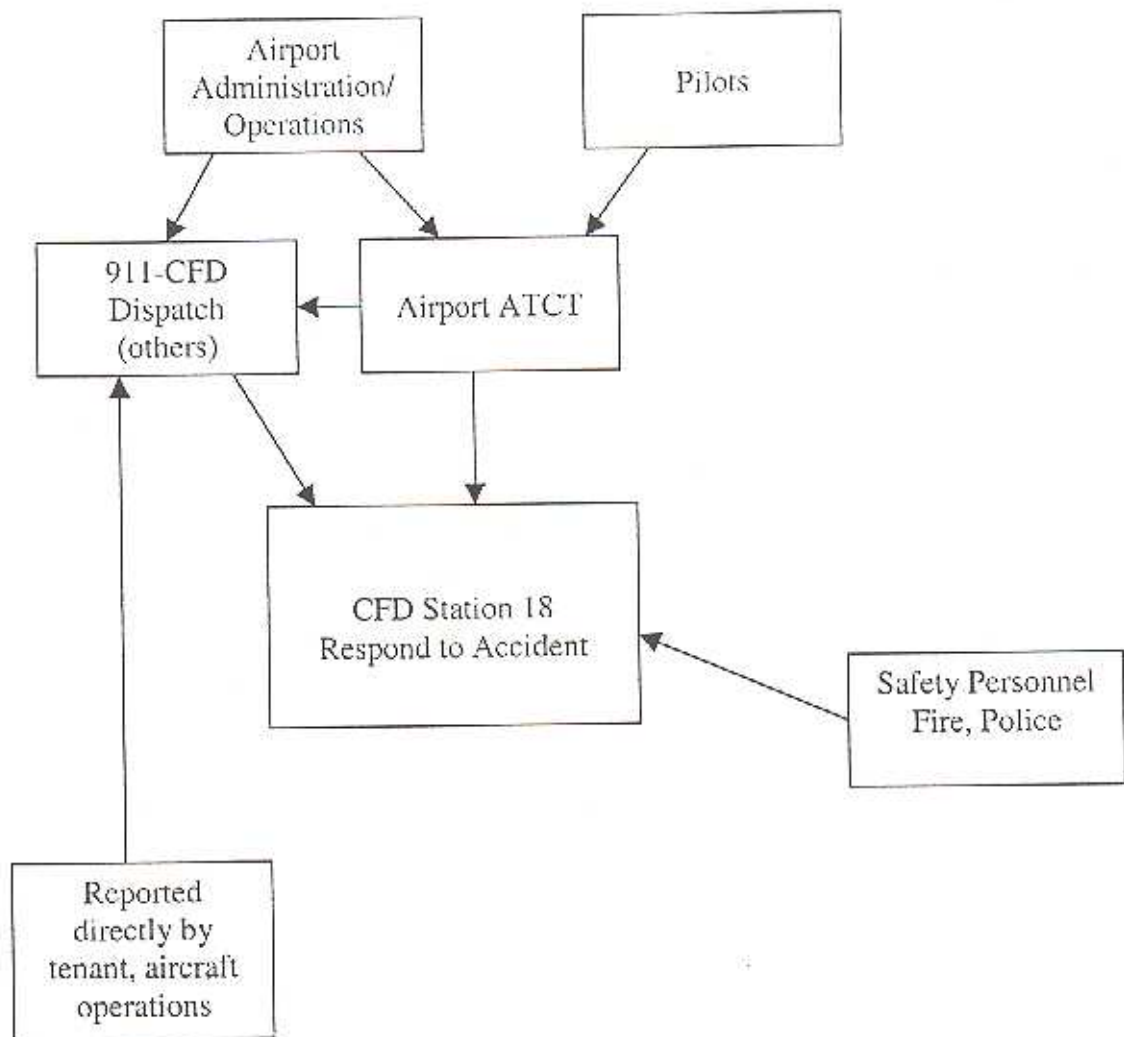
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# EMERGENCY RESPONSE PROCEDURES DURING AIR TRAFFIC CONTROL TOWER OPERATING HOURS



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### ATTACHMENT 3

## EMERGENCY RESPONSE PROCEDURES FOR BOMB THREATS

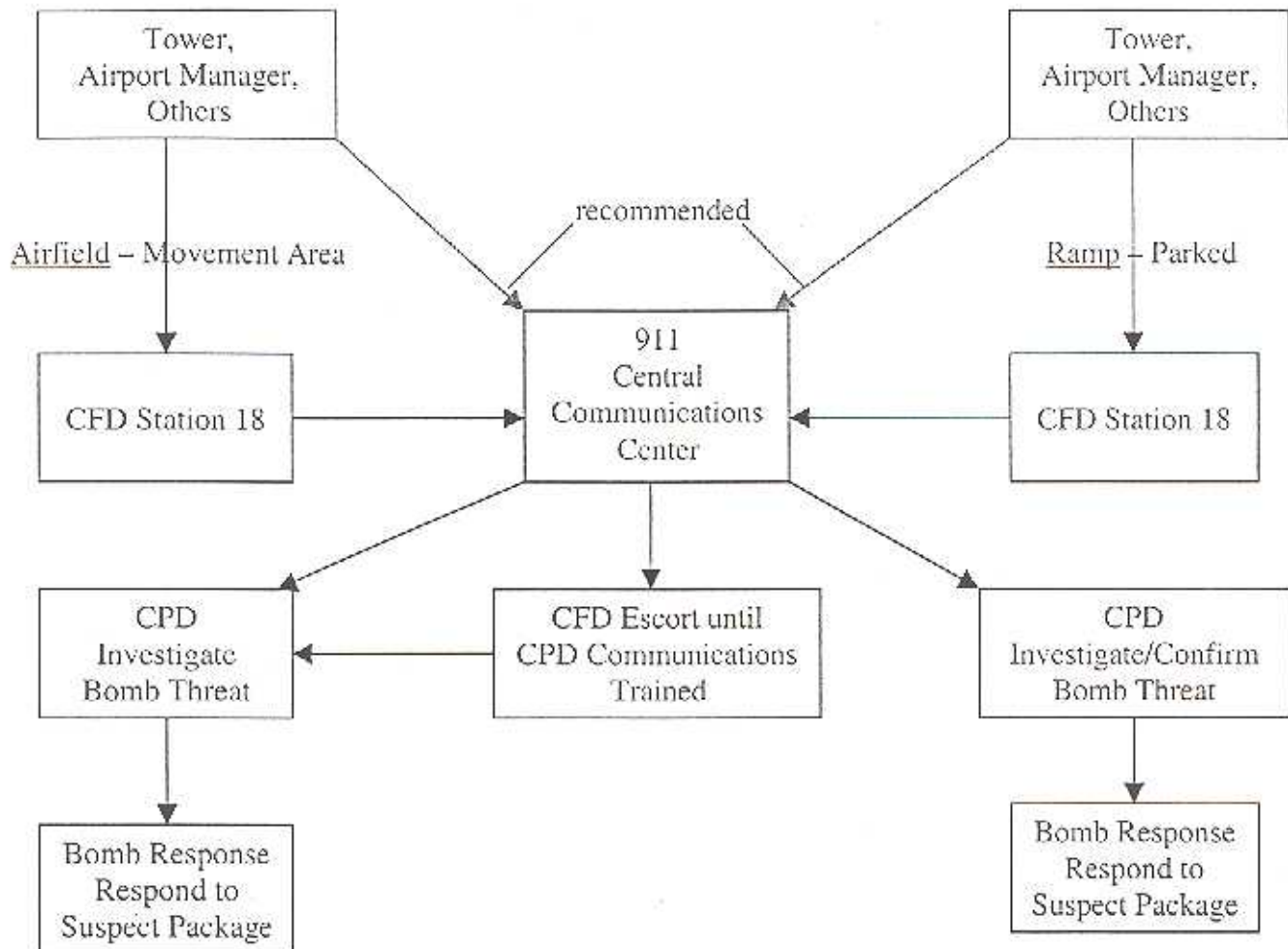
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## EMERGENCY RESPONSE PROCEDURES FOR BOMB THREATS



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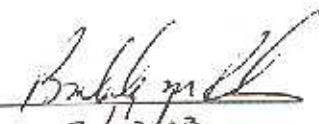
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### EMERGENCY RESPONSE PROCEDURES DURING AIR TRAFFIC CONTROL TOWER CLOSURE

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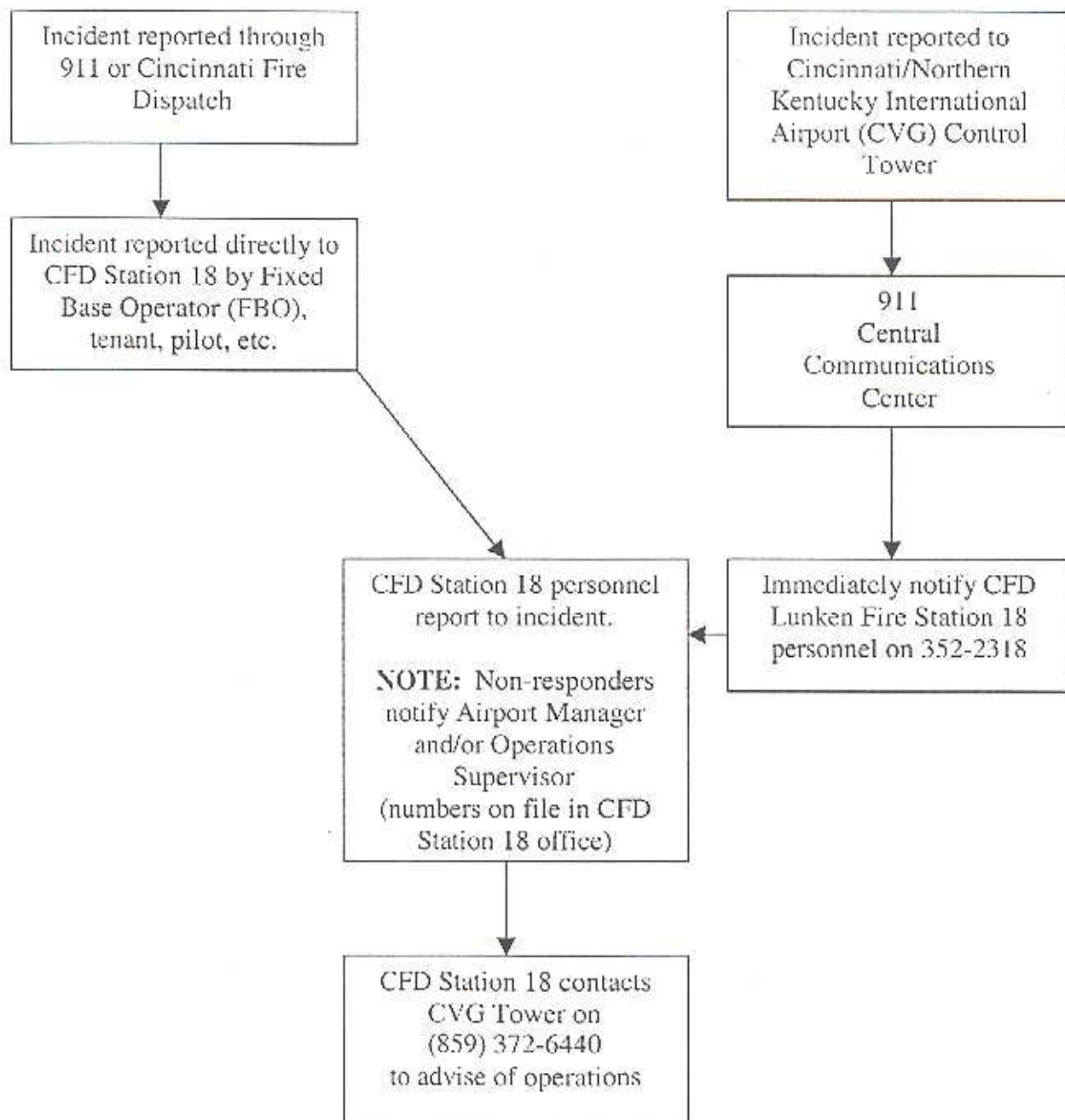
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**EMERGENCY RESPONSE PROCEDURES  
DURING AIR TRAFFIC CONTROL TOWER CLOSURE**



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*B. Kelly*  
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